

MINUTES OF THE FINANCE, RESOURCES AND STAFFING COMMITTEE MEETING HELD ON TUESDAY 17TH NOVEMBER 2020; COMMENCING AT 5.30 P.M. AT WHITESTONE INFANT SCHOOL, MAGYAR CRESCENT, NUNEATON, WARWICKSHIRE.

.....

Present : Mrs. N. Green, Mr. C. Atkins, Mr. M. Hartopp, Mr. P. Johnson, Mrs. R. Warwick, Mr. S. Shaw, Mr. G. Friswell Mrs. H. Lewis, Mr. P. Stokes and Mr. D. Robinson.

In Attendance : Miss. J. Ivers (Deputy Head), Mrs. L. Knox (School Business Manager), and Miss. G. Matt (Clerk).

Whitestone is closed outside of normal school hours due to Covid-19. The performance and standards committee meeting was held via “Microsoft Teams”. All the governors declared that they were in a confidential environment for the full duration of this meeting.

In The Chair – Mr. P. Johnson.

1. Welcome and Apologies.

The Chair, Mr. Johnson welcomed everyone to the meeting.

Mrs. P. Jones did not attend the meeting.

In the Chair – The Clerk.

2. Election of Chair.

Mr. Johnson. Proposed by Mr. Hartopp, seconded by Mr. Robinson and agreed by the governors. There being no further nominations Mr. Johnson was elected as chair of the FRSC committee for the academic year 2020/2021.

3. Minutes and Matters Arising.

Minutes of the previous meeting held on Tuesday 19th November 2019 and Tuesday 31st March 2020 and Tuesday 14th July 2020 were amended, agreed and are to be signed by the chair at the next physical meeting.

The pupil who commenced on a staggered intake is now full-time and included in the census numbers.

ACTION After a discussion, the GB asked Mrs. Knox to look into obtaining new resources and the cost of purchasing new PE equipment. Action completed.

External hand washing stations are now in operation throughout the school.

3. Declaration of Interest.

Mr. Johnson declared an interest in items relating to Stockingford Academy.

Mr. Atkins declared an interest in items relating to Chetwynd Junior School, Etone College and the NGA.

Mr. Friswell declared an interest in items relating to “Stepping Stones”.

4. Finance Officer's Report.

Summary Financial Officer Report To Governors Autumn Term dated 3rd November 2020 had been previously circulated. Copy with original minutes.

Extra finance from the government has been received to meet the teachers' pay award and pension increases for 2020. From 2021 onwards there will be no extra finance and future pay increases will be met from within the budget.

Three extra pupils are now getting FSM and another five FSM pupils are not included in this data. The FSM increase numbers have been added to the PP monitoring sheet.

We have received the Catch up Grant. This is based on 271 pupils X £80 = £21,680. This money is to support pupils to catching up their disrupted education regarding school closure due to Covid. The grant will be for one academic year only and will be received in three instalments.

The Sports Grant continues for another academic year.

Mrs. Knox successfully obtained a grant to cover Covid expenses not included the budget. This is to meet the increase in cleaning and resources due to Covid.

Should any teacher be absent due to Covid, external cover will be required; due to being a small school there is no surplus teachers for internal cover.

There is a DFE document regarding ten planning items for the governors to read.

Governors enquired does the school encourage parents to sign up for PP.

Mrs. Green replied that the sign up for PP was an ongoing promotion. Many parents had applied but did not qualify. The main problem being that WCC had the funding and NBBC the data, but both parties never meet to elevate the situation.

Governors suggested that if any parents have problems in filling in the PP application form they could ask Mrs. Allen for support. This request would be confidential.

Mrs. Green reported that from 30th November 2020 all Reception pupils would have a hot meal at dinnertime eaten in the school hall. The deli bag system is still in operation. A hotbox meals system in the classrooms commences in January 2021. Whitestone will pay for the cost of the hotbox container. Mrs. Green will enquire at other schools using hotboxes how the system works out.

6. Current Budget Update.

Current Budget Update had been previously circulated. Copy with original minutes.

The installation of the LED lighting is having an impact although a reduction in usage due to lockdown may be a factor. Comparisons will be made at the end of this year.

With the purchasing of gas via ESPO there has been saving of £2,000.

By using local contractors, approved by the LA, 50% savings have been made. We have moved away from using the LA Hotline.

Ground work. A householder paid for the removal of the eucalyptus trees in their back garden that protruded into the school grounds. Another householder paid 50% of the cost for the boundary fencing to be erected at the back of their property.

Covid is making the budget hard to plan.

Whitestone will subscribe to the RPA scheme next year for teacher insurance cover, which is cheaper than the present cover. Many schools are now using the RPA service.

Mrs. Knox is investigating linking up with other local schools in the Consortium for bulk purchases and contracts. Group purchases would be more cost effective to individual schools.

Governors thank the Business Manager for the clarity in explaining the budget sheets.

7. Pupil Premium Update.

The Pupil Premium updated report is based on the PP grant 2020/2021. The report is on the school's website.

There is not available data for last year due to Covid. Pupils were absent from school for six months and this allocated money was not spent. Therefore, 2019/2020 figures will be used.

RWI, Mrs. Ansty a specialist tutor provides 1:1 tuition for ten minutes per day for all targeted pupils.

In RWI, it is a case of keeping up, not catching up and TAs give support in this area.

There is SEN and PP external intervention teacher for three afternoons a week. Each cohort of pupils has different needs.

Outside normal school hours, physical development clubs, breakfast clubs and music tuition have been provided for PP pupils. These have now stopped due to Covid.

Governors asked would there be any changes for PP this academic year.

Mrs. Green replied that there would be tailored intervention and computer learning. Mrs. Mathieson would support pupils with this.

Governors stated that there was funding for catch up and hopefully this will reduce 1:1 support. Also, have parents been supportive in hearing pupils read at home during lockdown.

Mrs. Green replied that we could only encourage parents to hear pupils read at home. There was a wide range of reading levels when pupils returned September 2020. Some parents have no confidence to support pupils at home. Reading is the vital key to unlocking the rest of the curriculum. RWI videos were sent home, a phonic lesson at home is not a long-term fix. Support for parents with PP pupils has many barriers. In the home, there could be emotional barriers and pupils having low attendance. Mrs. Green stated that she would write an evaluation on the above item.

ACTION Mrs. Green to write an evaluation on progress of PP learning at home during lockdown.

Mrs. Green stated that these PP pupils could access free music tuition, outside school trips, school clubs and vouchers for school uniforms. On 19th November 2020, there will be a PP SLT meeting.

8. Sports Premium Update.

Covid has hit the delivery of sports and PE at Whitestone. Now only fifteen pupils can undertake PE in the school hall per session.

No before and after school clubs are taking place. Parents pay for facility and the uptake of pupils in one class would not make it financially viable. No cross class "bubble" participation is allowed due to Covid.

Mrs. Green stated that she is considering the employment of another TA to support the half of the class with work, while the remainder of the class are undertaking PE with the teacher. There will be issues with undertaking PE in the winter due to the external weather conditions and lack of spacing in the classroom.

On a daily basis TAs are cleaning the classrooms and sinks, one cleaner is cleaning the corridors and toilets. There is a high cleaning staff absence rate.

Governors stated that as teachers are the main support in keeping the school open and if necessary that PE but put on the backburner.

Governors suggested that the parents be encouraged to take pupils for a walk or bike ride at the weekend for exercise.

9. Pay Committee Update.

The Pay Committee meeting was held on Tuesday 10th November 2020 and that the following items were discussed.

Mrs. Bason leaves at the end of the Autumn term 2020.

There will be three possible pay awards at the end of the 2020/2021 appraisal cycle.

Miss. Ivers will undertake future TA appraisals, that will become more formal, to develop TAs more in their role.

Staff pay ward and pension increases ranging from 5.50% to 2.75%.

Pay Policy discussed.

10. Pay Policy.

The Pay policy that is based on LA guidelines had been previously circulated.

After a discussion, the governors agreed the Pay policy that was signed and dated by the chair.

ACTION After a discussion, the governors agreed the Pay policy that was signed and dated by the chair.

11. Any Other Business.

(a) The Clerk has emailed the Governor Information from the LA.

(b) Mrs. Green reported that we have DFE catch up funding. This term, £11,000 has been spent on pupil catch up support. The DFE catch up funding is released in instalments.

A limited number of TA hours have been released to support RWI catch up.

£2,800 has been spent on reading books that are sent home.

In Year 1 and Year 2 there is writing skills intervention. In Reception, language development has commenced.

We constantly remind everyone not to cross year “bubbles” and to keep distance in school.

Mrs. Green will present a catch up update at the P&S meeting on Tuesday 9th December 2020.

ACTION Agenda item, Mrs. Green will present a catch up update at the P&S meeting on Tuesday 9th December 2020.

Governors enquired are we purchasing other items apart from reading books

Mrs. Green replied that we could purchase laptops for pupils to learn from at home, now that there is blended learning. There are families that have no laptop in their homes, in these cases parents have asked for home learning paper packs. Unfortunately, the school cannot access extra funding to purchase these pupils laptops. A questionnaire would be sent out to parents.

Governors stated that if teachers and pupils were home isolating, the teachers could undertake lessons from home.

Mrs. Green replied that teacher could not undertake live lessons. Pupils would be able to watch videos later on. We are now using video sessions to build up a learning bank.

At this point Mrs. Green, Mrs. Knox and Miss. Ivers left the meeting at 6.53 p.m.

There being no further business the meeting closed at 6.55 p.m.

CONFIDENTIAL MATTER – see separate sheet.

12. Dates of next meeting.

Performance and Standards – Tuesday 8th December 2020; from 5.30 p.m. until 6.30 p.m.

Governing Body – Tuesday 26th January 2021; from 5.30 p.m. until 7.30 p.m.

Performance and Standards – Tuesday 2nd March 2021; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 30th March 2021; from 5.30 p.m. until 6.30 p.m.

Governor Day - Monday 11th January 2021

Governing Body – Tuesday 18th May 2021 from 5.30 p.m. until 7.30 p.m.

Performance and Standards – Tuesday 22nd June 2021; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 13th July 2021; from 5.30 p.m. until 6.30 p.m.

There being no further business the meeting closed at 6.30 p.m.

Date Signed

(Chair)